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UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Crop Insurance Corporation

April 20, 1950

FCI - COUNTY PROCEDURE MANUAL - 1950

BEAN - COUNTY ACREAGE REPORT PROCEDURE FOR 1950

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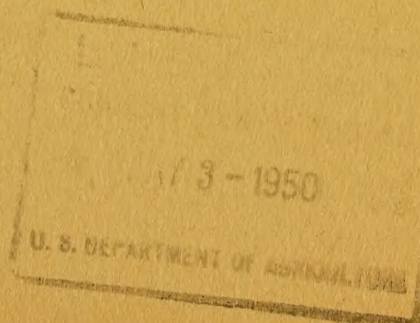
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FCI - COUNTY PROCEDURE MANUAL

BEAN - COUNTY ACREAGE REPORT PROCEDURE FOR 1950

SECTION I. GENERAL

A. Form Provided for Obtaining Acreage Report

1. A four-part Rediform set, Form FCI-019-B, "Bean Crop Insurance Acreage Report", (herein called "Form 019") is provided for the applicant's use in filing an acreage report after the crop is planted.
2. Instructions for entering data on Form 019 appear on the reverse side of the insured's copy of the form.

B. Method of Reporting Acreage and Related Data

1. It should be clearly understood that the insurance data to be entered on Form 019 constitutes the insured's report. All of this information shall be entered by the producer, or furnished by him and entered by the person taking the report. If entered by the person taking the report the information entered shall be read to the producer and fully understood by him before his signature is obtained. Adherence to this policy will avoid cases of misunderstanding and disagreement with the report at a later date. In no case shall the producer sign the report in blank.

The name and location or the legal description of each farm as shown on the acreage report will be used by the county office to determine the number of the coverage and rate area in which the farm is located on the crop insurance map and by the Corporation in determining the location of the acreage which the producer intended to report, in the event of a controversy at a later date. Therefore, it is important that the location of each farm be furnished by the producer and, wherever possible, that the location given be verified by the use of maps. Where the crop insurance map is used in determining the location of the farm, the area number shall be entered at that time on the applicable line in column 7 of Form 019.

2. The insured shall be informed as to what land constitutes an insurance unit under the contract and that an insurance unit forms the basis for payment of any indemnity under the contract.

He should be fully informed of the applicable of the following provisions which describes his insurance unit(s):

- a. For an owner-operator all insurable acreage in the county in which he has 100 percent interest at the time of planting is one insurance unit.
- b. For a landlord all insurable acreage in the county which is owned by him and rented to one share tenant at the time of planting is one insurance unit.

- c. For a share tenant all insurable acreage in the county which is owned by one person and operated by the tenant at the time of planting is one insurance unit.

In case of land rented for cash or for a fixed commodity payment the lessee shall be considered as the owner. A producer can have only one insurance unit as an owner-operator. He also may have only one or more insurance units as a landlord and one or more insurance units as a share tenant. It is important that information regarding the acreage which constitutes an insurance unit as it applies to his operation be clearly understood by the producer and by the person assisting him so that the Form 019 will show in columns (1) through (5) the information necessary for proper designation of insurance units.

C. Statement of Facts

Wherever Form FCI-6, "Statement of Facts", (herein called "Form 6") is prepared, either by an adjuster or by the county committee, the information entered thereon shall be a full statement of the facts in the case which shall include a complete description and the dates of the efforts made and the steps taken to get the facts, and all available information which will help to explain the case. Where the statement relates to a revised acreage report it should contain information as to how the case came to the attention of the county committee. Any such statement should be clear and complete enough that a person not familiar with the case could, from the information given, decide the case on its merits and to provide an adequate record should the case at a later time involve a controversy as to the amount of the premium or the amount of any indemnity.

SECTION II. PREPARING AND HANDLING FORM 019

A. General

As soon as possible after planting of beans is generally completed in the county, the insured shall be requested to file a report showing the planted acreage and related data for each insurance unit (by farms) covered by his insurance contract.

B. Preliminary Operations

Before the work of obtaining acreage reports is begun, a Form 019 shall be prepared by the county office for each insurance contract as follows:

1. Complete the heading, which is self-explanatory. The contract number must identify the first year of the contract, i.e., For a contract beginning in 1949, 35-032-9-71, and for a contract beginning in 1950, 35-032-C-461. If the address of the insured is not the same as that shown on the contract the notation "note change of address" shall be entered in the space provided for "Remarks".

2. When there is insufficient space to record on one Form 019 the data for all farms covered by the contract, additional Forms 019 shall be prepared and identified in the heading as provided above. In such cases all Forms 019 for the contract shall be further identified in the heading with the notation "Page ___ of ___ pages". The total acreage planted to beans should be entered on the first form only in such cases.

C. Obtaining Acreage Reports

Either of two methods may be used to obtain Form 019. The insured may be requested to come to the county office or the acreage report may be obtained by a visit to the farm. All possible use should be made of acreage measurements made for determining compliance with bean allotments. In all cases where bean acreage will not be measured by 15 days prior to the discount date (July 15) insureds shall be notified that if they desire to take advantage of the discount for early payment of premium, it will be necessary for them to submit their acreage reports on an estimated basis and pay their premium in full by July 15. It is important that all acreage reports be obtained on either a measured or estimated basis in sufficient time for the branch office to notify each insured the amount of his premium by the maturity date (July 15).

1. In counties where measured acreage figures are to be obtained for determining compliance with bean allotments and most of the measurements will be available before July 15 the procedure set forth below should be followed:
 - a. The county committee representative who measures the bean acreage for allotment purposes shall obtain an acreage report from each insured producer at the time the acreage of beans is determined unless it is after July 15 and an acreage report has already been obtained in accordance with paragraph b. below.

The heading of each Form 019 will be filled in by the county office and the form given to the county committee representative for completion. It will be necessary for him to enter all the basic data required on Form 019 except the bean acreage. This acreage will be entered in the county office or by the county committee representative when the acreage computations have been made.

- b. Not later than 15 days before July 15 the county committee should notify each insured producer for whom they do not have an acreage report that measurements for allotment purposes will not be available before the discount date and that it will be necessary for him to come to the county office and file his acreage report on an estimated basis if he wishes to pay his premium by July 15 and obtain the five percent discount.

2. In counties where acreage measurements for determining compliance with bean allotments will not be substantially complete before July 15, the procedure set forth below should be followed:
 - a. If acreage reports are not obtained by personal contact, insureds should be requested by card or letter to come to the county office to file Form 019. In these cases each insured should be reminded that by filing his acreage report and paying the premium in full by July 15 he will receive a five percent discount for early cash payment of his premium.
 - b. Where the insured has not filed Form 019 within a reasonable time after the card or letter is mailed to him, he should be sent a second request. The second request should remind him that the acreage report must be filed and the premium paid in full by July 15 in order for him to take advantage of the five percent discount on his premium. A copy of this second request should be filed in the insured's folder. The contract permits the Corporation to determine the acreage and interest to be insured. Therefore, in all cases where Form 019 is not filed within a reasonable time after the second notice is mailed to the insured or where it is impossible to obtain a satisfactory report otherwise, a member of the county committee or their representative shall determine the acreage and interest of the insured by a visit to the farm. In such cases the bean acreage should be measured if possible and the interest in the bean crop determined from reliable sources, (e.g., leases, deeds, other persons interested in the crop, current records, etc.). It is important that these determinations be as accurate as possible since there may be a controversy later regarding the case.

When these determinations have been made, a Form 019 should be prepared, certified by a member of the county committee and forwarded to the state director together with Form 6 setting forth (1) the condition of the bean crop, (2) the method(s) used in determining the acreage and interest, and (3) all other information pertinent to the case.

3. Forms 019 for absentee landlords shall be obtained in a manner deemed by the county committee to be most satisfactory.
4. Forms 019 which are found to be incomplete or incorrect shall be completed or corrected, as the case may be, by requesting the insured to come to the county office, by correspondence with the insured, or where necessary by personal contact.

D. Instructions to Insured Regarding Entries to be Made by Him

1. In connection with the filing of an acreage report the insured should be instructed as follows:
 - a. Form 019 should be prepared in accordance with the instructions set forth on the reverse side of the insured's copy. (The committee may request additional information or may furnish further instructions to the insured regarding acreage to which insurance does not attach, such as new ground acreage, acreage the first year of irrigation, etc.)
 - b. Form 019 should include data by farms for all beans in which he has an interest in the county at the time of planting.
 - c. To report his acreage and his share therein as of the time of planting. The acreage should be reasonably accurate, since neither the acreage nor the share in the crop reported by the insured can be increased by him after the report is filed without the approval of the Corporation.
 - d. If all or a part of the insured crop is transferred to another person after planting, the acreage report should be completed and signed without regard to the transfer. In such cases the insured shall furnish the name and address of each person to whom any of the crop was transferred and the number of acres and the share in the crop transferred to each such person. In addition, both the transferee and transferor should contact the county office promptly and execute Form FCI-21-Revised, "Transfer of Interest", in accordance with instructions set forth in General Procedure 8, Revised.
 - e. If the insured did not share in any beans on any farm in the county at the time of planting, the word "none" shall be entered in the space provided for entering the total acreage planted. In addition, where beans were planted but were destroyed at a time that it was practical to replant the land to beans but the acreage was not replanted this information shall be entered in the space provided for "Remarks". In either of these cases the insured shall sign and date the form.

E. Signature of Person Assisting the Insured in Preparing Form 019

The person who assists the insured in preparing Form 019 shall enter the date and affix his signature in the space provided for signature of Corporation representative. If the person is not an employee of the Corporation the words "Corporation representative" shall be deleted and the correct title entered.

F. Cases Where Insured Does Not File Form 019 and Cannot be Located

In cases where the insured does not file Form 019 and neither he nor any bean acreage in which he has an interest in the county can be located after a reasonable effort has been made, a Form 019 shall be prepared and transmitted to the state director together with a Form 6 in the usual manner. In such cases the state director may elect to declare the insured acreage to be "zero".

SECTION III. REVIEW AND COMPLETION OF ALL FORMS 019

NOTE: Planted acreage reports should be reviewed, completed and transmitted as soon as possible after they are filed by the insured.

A. Review

1. Each Form 019 shall be examined to determine that it contains adequate data for each farm (and covers all farms) on which the insured is known to have a share in a bean crop and that the acreage(s) reported by the insured is all of the acreage in which he has a share on each farm covered by the contract, and that all entries appear to be correct and reasonable. In making this examination, if it is found that no coverage has been established for all or a part of the bean acreage which is reported on Form 019 by the insured, a line shall be drawn through the entries in columns 1 through 6 for such acreage, and a statement indicating that the farm (or part thereof) has no coverage established for it shall be written on the corresponding line beginning in column 7. In addition the insured shall be notified by letter of the description of the bean acreage for which no coverage was established and that such acreage is not insured. The insured shall also be informed that the production from this acreage will not be considered in any manner under the contract provided he keeps the production on such acreage separate from that of the insured acreage.
2. The following review of Form 019 shall be performed:
 - a. Determine that the heading of the form is complete. It is important that the contract number be verified to determine that it identifies the first year of the contract.
 - b. Determine that the word "Planted" has been entered in the space provided.
 - c. Determine that the entries in column 1 are adequate to identify the farm (or applicable part thereof where different coverages or premium rates apply to parts of the farm). Determine that each entry in column 1 describes only one farm, or part thereof. The farm will be that land generally

considered as a farm in the community. Where the land described on one line in column 1 includes more than one farm, or is not limited to a part thereof where separate data are needed for the part, a new Form 019 shall be obtained showing the necessary information for all acreages covered by the contract.

- d. Determine that the class of insured beans has been entered in column 2. If more than one class of beans is insured in a county each class should be entered on a separate line.
- e. Determine that there is an entry at the top of Form 019 for total acres planted and that an acreage has been entered in column 3 for each farm (or part thereof) described in column 1. Determine that the entry for total acres planted does not differ materially from the sum of the entries in column 3. If there is a material difference the case should be handled in accordance with paragraph j. of this subsection.
- f. Determine that the share has been entered on the corresponding line in column 4 for each acreage shown in column 3. If the share entered in column 4, for an acreage shown in column 3 is less than 100 percent, determine that the name of the other person(s) sharing in the acreage has been entered in column 5.
- g. Determine that the farming practice designation (I or NI) also has been entered in counties where applicable, in column 3. (This applies only in counties where the farming practice followed determines the coverage or premium rate.) In counties where an acreage is insurable only when a specified farming practice has been followed, if any uninsured acreage has been shown on the acreage report, data for such acreage shall be deleted and the insured notified as provided in paragraph 1, above.

In irrigated areas special attention should be given to provisions regarding acreage which is not insurable such as acreage the first year after leveling. If any such acreage is entered on the acreage report data for that acreage should be deleted if knowledge of the situation comes to the attention of the county office. The insured should be notified accordingly as provided in paragraph 1, above.

- h. An insurance unit number (i.e. 1, 2, 3, etc.) shall be entered on each line in column 6 to show which acreage(s) constitute each insurance unit. Where more than one line has been used to report data for an insurance unit, enter and identify in the space provided for "Remarks" the total number of acres in the insurance unit. For example: Unit 2 - 42 acres.

- i. Determine that Form 019 has been dated and signed by the insured and that the signature agrees with the name in the heading. If it does not agree a correct signature should be obtained or if the signature is correct, an explanation of the discrepancy shall be entered in the space for "Remarks" or on a Form 6.

Where the signature of the insured cannot be obtained, such as in cases where the insured has disappeared, a statement of the facts shall be entered in the space provided for "Remarks" or Form 6 shall be prepared and attached. Where Form FCI-21-Revised, "Transfer of Interest", has been prepared it shall be attached to the Form 019.

- j. If there is reason to doubt the correctness of the information shown on a Form 019, the case should be investigated. Particular attention should be given to reports showing no acreage planted.

In each case investigated, the person making the investigation shall prepare Form 6 which shall be attached to Form 019. Where the investigation reveals that the insured under-reported the acreage, the share in the crop, or the number of insurance units, the case shall be handled under the procedure contained in Section V. A.

B. Limitation of Insured Acreage to Allotment

The contract permits the Corporation to limit the insured acreage on any farm to the bean allotment established under any act of Congress, including the Agricultural Adjustment Act of 1938, as amended. This provision of the contract was included because of the policy of the Department of Agriculture that programs administered by it should be coordinated to the extent that it is practicable.

County committees are requested to review the acreage as reported by each insured to determine whether such acreage is in substantial conformity with the bean allotment program. The method of determining conformity of reported acreage(s) with the allotment program will be left to the county committee, guided by such instructions as the state committee may issue. If it is found that the operations of the insured are not in substantial conformity with the allotment program on the basis of the acreage(s) reported by him and therefore such acreage is not acceptable for crop insurance purposes, the applicable reported acreage(s) in column 3 of Form 019 should be encircled and the acreage to be recommended for insurance purposes should be entered beside the encircled figure. Where parts of the bean acreage on a farm are listed on separate lines in column 3 of Form 019 and it is necessary to reduce the total acreage to the allotment, the acreage on each line shall be encircled and reduced proportionately. In any case where the county committee reduces the acreage reported for a farm, it must be reduced to the allotment.

In those cases where the reported acreage is reduced to be in substantial conformity with the allotment program, the county office should notify the insured of the reduction, by letter, preferably at the time his copy of the acreage report is returned to him. This letter should inform the insured that his policy provides that the insured acreage on any farm may be limited to the bean acreage allotment and that the committee has reduced his insured acreage on the basis of that provision. It should also point out that his premium and coverage will be based on the reduced acreage which (if the letter accompanies the insured's copy of the acreage report) will be the unencircled entries in column 3.

The letter should be prepared in triplicate, the original mailed to the insured and a copy attached to the county and state office copies of the acreage report before the forms are transmitted to the state director. If the letter does not accompany the insured's copy of his acreage report it should contain information as to the name and location of the insurance unit(s) or farms to which the reduced acreage applies.

The Corporation will make no further determination relative to conformity with the allotment program and will consider certification of the acreage report and recommendation of the acreage for crop insurance purposes by the county committee as their final approval of the acreage(s) as reported, or as revised, as being in substantial conformity with the allotment program.

The county committee should arrange for making this review in a manner which will not delay the processing of acreage reports.

Prompt handling of the acreage reports will make it possible for insureds to take advantage of the five percent discount for early payment of premium and will enable the Corporation to prepare premium billings in a timely manner.

C. Completion

1. After Form 019 has been reviewed and is found to be complete and acceptable with respect to the information submitted by the insured and any adjustments necessary for allotment purposes have been made, it shall be completed as follows:

Column 7: For each acreage shown in column 3 enter the applicable area number on the correspondingly numbered line in column 7.

Column 8: Enter on each line the premium rate applicable to the area number shown on that line in column 7.

2. Computation of the Premium

Wherever it becomes necessary to compute the premium in order to advise the insured of the amount of premium due, the procedure set forth in Section IV hereof shall be followed:

3. Certification

A representative of the county committee shall certify to the correctness and completeness of the data appearing on Form 019 by signing in the space provided. The date of the signature shall be entered.

D. Requests for Revision of Insurance Data Originally Reported

Any request for revision of the data shown on Form 019 shall be handled in accordance with Section V of this procedure.

SECTION IV. COMPUTATION OF ANNUAL PREMIUM

A. Computation of Premium

Wherever it becomes necessary to compute the premium in order to inform the insured of the amount of premium due including cases where the insured pays the premium in full by July 15 and thereby obtains the 5 percent discount, the following operations shall be performed:

1. Before any computations are made the share in the crop as shown in column 4 shall be converted to a decimal fraction (if not already shown in this manner). For example: $1/3 = .333$, $1/2 = .50$, $2/3 = .667$.
2. In connection with any computation, rounding shall be performed as follows: Carry the computation one digit beyond the digit to be rounded. If the last digit is 5 or larger, round upward; if the last digit is 4 or smaller, disregard it. The results of computations are to be expressed in cents or in tenths of acres.

Column 9: The entry for each line in column 9 shall be obtained as follows: (a) Multiply the acreage (column 3), by the share (column 4), rounding the product as set forth above and (b) multiply this result by the premium rate per acre (column 8), rounding the product as set forth above.

Total and Item A: Add the entries in column 9 and enter the sum in line 6 of that column. This sum shall also be entered in item A.

Item B: Where the insured files his acreage report and also pays the premium for the contract in full by July 15, he shall be given a 5 percent discount of the premium computed as outlined above. In such cases, enter in item B the amount of the discounted premium determined by multiplying the entry in item A by .95.

Item C: Enter the date the premium was paid.

B. Verification of Computations

After all the entries required above have been made on Form 019, they shall be checked for accuracy. Any corrections shall be made by drawing a line through the incorrect entry and entering the correct data.

SECTION V. REVISION OF INSURANCE DATA

A. Requests for Revision of Insurance Data Shown on Acreage Report

If at any time after the insured has submitted an acreage report he requests a revision of any of the data shown thereon, the case shall be handled as set forth below.

In any case where a revised acreage report is prepared it shall contain all data shown on the original report which are not being changed as well as data which are being changed or added. It will not be the policy of the Corporation to approve requests for increases in acreage after harvest has begun in the area unless the state director determines that no loss is probable and that the insured under-reported the acreage in order to avoid payment of the premium.

Set forth below are the general principles which should be employed by county offices in connection with the problem of revisions.

- a. Revisions requested to effect minor changes should be discouraged.
- b. Revisions requested by the insured to effect a material decrease in acreage for any insurance unit as the result of acceptable measurements should be made in all cases.
- c. Revisions which would materially increase the acreage for any insurance unit should be handled as follows:
 - (1) If the insured requests a revision of his acreage report which would materially increase the acreage for any insurance unit, the county committee should prepare and forward to the state director a Form FCI-6 setting forth all pertinent facts, including the amount of the increase in acreage or interest.
 - (2) Even though the insured does not request any revision, if the measured acreage indicates that the insured may have intentionally under-reported the county committee should prepare Form 6 setting forth all pertinent facts and submit the original and one copy of the Form 6 to the state director for his consideration.

Where the state director determines that further investigation is necessary, he will assign the case to an adjuster for inspection and the preparation of a report and where applicable the preparation of a revised acreage report. If a revised acreage report is obtained the adjuster should inform the insured of the effect of the revision. Depending upon the facts the state director may recommend any of these cases for approval or rejection.

- d. Any request for reduction in the interest should contain a complete explanation of why the actual interest is less than the reported interest and the evidence obtained by the county committee with respect to the actual interest in the crop and why the interest was incorrectly reported. This request and evidence should be submitted to the state director for assignment to an adjuster for investigation.

- e. If a Form 019 is submitted by an insured producer before it is too late to replant to beans in the area, and he later states in writing that any part of the acreage originally reported by him as planted to beans was put to other use before it was too late to replant to beans or was destroyed or substantially destroyed before it was too late to replant to beans, a revised Form 019 may be submitted by him, provided the statement submitted by the insured is determined to be correct. This determination must be accomplished by inspection of the insurance unit. If, upon inspection, the statement of the insured is found to be correct and the number of acres of the insured crop remaining for harvest on the land in question appears to be consistent with the number of acres stated by the insured as his revised report of his acreage on such land, a Form 019 shall be prepared in the regular manner provided in this procedure and the word "Revised" shall be entered in the heading thereof. In these cases, a Form 6 setting forth all pertinent information shall be prepared, dated and signed by the county committee or Corporation representative making the inspection, and attached to the revised Form 019.

B. Revision of Premium Where Five Percent Discount was Obtained

1. If the cash premium computed on the basis of a revised acreage report in accordance with Section IV. A. exceeds the total cash premium shown on the previous acreage report, the insured may obtain the five percent discount on the additional amount due by paying the additional premium (less five percent) at the time the revised acreage report is filed. If he does not pay the additional amount at this time, and if the revised acreage report is otherwise acceptable by the branch office, the insured will be notified (by the branch office) of the extra amount due and allowed 20 days or until July 15, whichever is later, in which to pay this additional amount of the premium. If the insured does not pay the additional amount of his premium he will not be allowed the five percent discount on any of his annual premium and will be billed for his total premium less the amount previously paid.
2. If the cash premium computed on a revised acreage report in accordance with Section IV. A. is less than the total cash premium shown on the previous acreage report, the insured shall be informed that he is due a refund of the overpayment and will receive the refund in due time.

SECTION VI. TRANSMITTAL AND DISTRIBUTION OF FORMS 019

A. Time and Manner of Transmittal

Transmittal of completed Forms 019 shall be made currently in full transmittals, but at least once each week. The completed Forms 019 shall be listed on Form FCI-15, "Transmittal of ____" (herein called "Form 15") as provided in subsection B below.

B. Preparation of Form 15

1. Enter the state and county code.
2. Enter "Forms 019" following the words "Transmittal of ____".
3. Enter "Beans" in the space provided.
4. Enter the transmittal number which shall be assigned consecutively to Form 15 beginning with number 1. Following the transmittal number assigned to the Form 15 prepared in connection with the last Form 019 transmitted shall be entered the word "Final".
5. Enter the date the Form 15 is prepared.
6. Enter in column (A) in numerical order the contract numbers of all Forms 019 being transmitted on the date indicated.
7. Following the related contract number in column (A), enter in column (C) the name of the insured as shown on Form 019.
8. Enter in column (H) any remarks deemed advisable.
9. No entries shall be made in the space provided for "Price Card Serial Number" and "Basic Market or Area" or in columns (B), (D), (E), (F), and (G).
10. An authorized representative of the county committee shall sign Form 15 in the space provided.

C. Transmittal of "Revised" Forms 019

1. When the Form 019 originally submitted by the insured has been transmitted to the state director and a revised Form 019 is prepared, the revised Form 019 shall be listed in the regular manner on a Form 15 marked "Supplemental" in the space provided for transmittal number. No transmittal number shall be assigned to Form 15 for such cases.
2. As a cross-reference, enter in column (H) of the supplemental Form 15 the transmittal number assigned to the Form 15 upon which the original Form 019 was transmitted.

D. State Office Exceptions to Form 019

Any errors on the Forms 019 listed on a transmittal will be noted on a schedule of exceptions prepared by the state office, a copy of which will be sent to the county office. When the county office receives the copy of the schedule of exceptions, the related Form(s) shall be corrected accordingly.

